



**US Army Corps  
of Engineers**  
Wilmington District

**Bulletin #: 03STEP**  
**Opening Date: 13 March 2003**  
**Closing Date: Open Continuously**  
**Open to All U.S. Citizens**

## **RECRUITING BULLETIN**

**Wilmington District, Civilian Personnel Advisory Center, P.O. Box 1890, Wilmington, North Carolina 28402-1890, 69 Darlington Avenue, Phone (910) 251-4871**

---

### **STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP)**

Salary: \$7.99- \$11.01 per hour or higher

#### **TYPE OF APPOINTMENT: TEMPORARY**

(Applicants who applied under announcement no. 02STEP need not reapply to be considered. Applications are active for one year.)

**DUTY STATION:** varies (see attached GEOGRAPHIC LOCATIONS form.)

**SALARY:** GS-01, \$7.99; GS-02, \$8.99; GS-03, \$9.80 to GS-04, \$11.01 per hour or higher. Grade and pay depend upon duties to be performed, qualifications of the student, and seniority. Students employed may be eligible for promotions as more duties and responsibilities are added, as they progress in their work and upon recommendation of their supervisor. Trades and Labor salaries vary by wage area.

**PURPOSE OF PROGRAM:** To employ students, giving them a chance to work in Federal agencies so that they can resume or continue their education without interruptions caused by financial pressures. The program is designed to benefit students who are in high school or who are continuing their education after high school. Employment is for specified periods for up to one year at a time.

**WORK SCHEDULE:** Subject to organizational needs and resources, students may work full-time or part-time; however, the student's work schedule should not interfere with the student's academic schedule. Students may be allowed to work full-time during any vacation period or when school is officially closed.

**DUTIES:** At the GS-01 level, incumbent performs work requiring no specific skills and knowledge of a routine nature while utilizing this work experience to develop good working habits and an understanding of the ethics of public employment. Specific skills and knowledge may be required for GS-02, 03, 04 levels. At the GS-01 level, performs one or more of the following tasks either individually or as a team member:

- 1. GENERAL CLERICAL:** Assists clerical and technical workers by typing a variety of forms and rough drafts not requiring the services of a qualified typist. Performs simple filing or mail distribution; checks or verifies data by direct comparison with sources furnished; tabulates and posts data provided, performs simple arithmetic procedures. Answers phone or provide routing information readily available.
- 2. OFFICE AUTOMATION CLERK POSITIONS:** Performs typist and/or clerical duties utilizing office automation equipment to include word processing. Applicants must be a qualified typist. Self-certification or certificate of proficiency must be attached. Failure to annotate typing speed will result in ineligibility.
- 3. ENGINEERING & SCIENTIFIC SUPPORT POSITION:** Performs such support work as collecting,

preparing, receiving, reviewing, and verifying documents and samples; maintaining office records; locating and compiling data or information from files and other data sources, make calculations applying standard formulas; prepare graphs, curves, and tables; and search technical reports to obtain information, or performing other comparable support tasks more commonly associated with clerical work.

**4. WAGE-GRADE POSITIONS:** Assists semi-skilled and skilled trade workers by loading and unloading supplies, tools and equipment using a hand truck. Preparing work site and cleaning areas after work is finished. Cleans parts and tools. Using a variety of hand tools, performs such tasks as trimming shrubs, cutting brush, spading, preparing flower beds, pulling weeds, and surface preparation for painting and washing vehicles. Stocks shelves and counts items in warehouses and storerooms

**QUALIFICATIONS REQUIREMENTS:** The qualification requirements vary depending on the career field. The qualification standards are found in the Qualifications Standards Handbook Operating Manual, which is published by the U.S. Office of Personnel Management. You may review this operating manual in its entirety by visiting the Civilian Personnel Advisory Center at the above address or online at <http://www.opm.gov/>. You must meet the specific qualification for the position in which you are applying.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:** Works both indoors and outdoors when assigned non-strenuous manual labor or in a typical office setting. Assistance is available when lifting or carrying heavy items. Outdoor work exposes incumbent to usual climate extremes. There may be the discomfort of wearing required safety equipment such as hard hats, gloves, painting masks, etc., when working in an area subject to these requirements.

**WHO MAY APPLY:** Students who:

1. Are 16 years of age at the time of appointment;
2. Are enrolled or have been accepted for enrollment as a degree (certificate, diploma, etc.) seeking student;
3. Are taking at least a half-time course load in an accredited school; (Half-time is determined by the school)
4. Are in good academic standing (NOTE: Students must maintain an acceptable school standing while employed and need not attend school during the summer).

**WHERE AND HOW TO APPLY:** U. S. ARMY CORPS OF ENGINEERS  
WILMINGTON DISTRICT  
ATTN: CESA-W/CP/01STEP  
P.O. BOX 1890  
WILMINGTON, NC 28402-1890

Students must submit the following forms as part of a complete application.

1. Résumé (with 3 supervisory references) **OR** OF 612, Optional Application for Federal Employment; **OR** SF-171, Application for Federal Employment.
2. Copy of high school or college transcript(s) (if in the first semester/quarter of college/technical school, submit high school transcript).
3. Request for Verification of Student's status form (attached) which **the school registrar or cooperative education coordinator must complete**.
4. Class schedule form (attached).

5. Supplemental Form for Employment Consideration (attached).

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

NOTE: If selected, candidate will be required to complete Employment Verification Form in accordance with PL 99-603 which requires employers to hire only individuals who are eligible to work in the United States.

**Males born after December 31, 1959 will be required to sign a statement regarding Selective Service Registration.**

Forms and information may be obtained by contacting the Civilian Personnel Advisory Center, Wilmington, District, (910) 251-4871, 69 Darlington Avenue, Room 201, Wilmington, North Carolina 28403; (Internet address: ([Kirstie.Stokes@saw02.usace.army.mil](mailto:Kirstie.Stokes@saw02.usace.army.mil)), North Carolina Employment Security Commission; or your local school counselor.

**ALL CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, AGE, RELIGION, POLITICAL, AFFILIATION OR ANY OTHER NON-MERIT FACTOR.**

\*\*\*\*\*

**U.S. ARMY CORPS OF ENGINEERS  
WILMINGTON DISTRICT  
P.O. BOX 1890  
WILMINGTON, NC 28402-1890**

TO: Office of the Registrar or Cooperative Education Coordinator

Please furnish information below on identified student:

STUDENT'S NAME: \_\_\_\_\_

STUDENT'S SSN: \_\_\_\_\_

1. ☐ Currently enrolled as a full-time student.  
☐ Currently enrolled as a half-time student<sup>1</sup>.  
☐ Currently enrolled as a less than half-time student.  
☐ Accepted for enrollment as a half-time (or greater) student.  
☐ Not currently enrolled.
2. The student is pursuing the following educational program:  
☐ High school diploma or (GED) ☐ Vocational/Technical certificate  
☐ Associate degree ☐ Baccalaureate degree  
☐ Graduate degree ☐ Professional degree
3. ENROLLED FOR:  
☐ Number of semester hours for current semester, or  
☐ Number of quarter hours for current quarter
4. IS STUDENT MAINTAINING AN ACCEPTABLE SCHOOL STANDING?

\_\_\_\_\_  
YES

\_\_\_\_\_  
NO

\_\_\_\_\_  
NEW STUDENT

INFORMATION PROVIDED BY:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SCHOOL

\_\_\_\_\_  
DATE

<sup>1</sup> NOTE: Half-time is whatever the school's definition of "half-time" is OR one half the number of hours the school requires to be considered a full-time student. (Example: If a school requires 12 hours to be full-time, then half-time would be 6 hours.)

# CLASS SCHEDULE FORM

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ QTR/SEMESTER: \_\_\_\_\_

## CLASS SCHEDULE

| SUBJECT | TIME  | DAYS  |
|---------|-------|-------|
| _____   | _____ | _____ |
| _____   | _____ | _____ |
| _____   | _____ | _____ |
| _____   | _____ | _____ |
| _____   | _____ | _____ |
| _____   | _____ | _____ |
| _____   | _____ | _____ |

1. If still in high school, what time do you get out of school? \_\_\_\_\_
2. What date will you be available to start work? \_\_\_\_\_
3. What is your proposed work schedule?  
Monday \_\_\_\_\_ Thursday \_\_\_\_\_  
Tuesday \_\_\_\_\_ Friday \_\_\_\_\_  
Wednesday \_\_\_\_\_
4. If a high school senior, do you plan to attend college/technical school after graduation?  
YES \_\_\_\_\_ NO \_\_\_\_\_.
5. If so, what school and where? \_\_\_\_\_.
6. If in a college/technical school OR if planning to attend a college/technical school, when do you plan to graduate? \_\_\_\_\_ AND/OR when do you plan to transfer? \_\_\_\_\_
7. If in a four-year college/technical school OR if planning to attend a four-year college/technical school, when do you plan to graduate? \_\_\_\_\_

## SUPPLEMENTAL FORM FOR EMPLOYMENT CONSIDERATION

1. What Job Titles are you applying for? \_\_\_\_\_
2. When can you start work? (Month/Day/Year) \_\_\_\_\_
3. What is the lowest pay you will accept? (You will not be considered for jobs that pay less than you indicate.)  
**Pay \$** \_\_\_\_\_ **or** **Grade** \_\_\_\_\_
4. Are you willing to work:  
(Answer **each** question with either **YES** or **NO**.)  
A. 40 hrs per week (full-time)?                      D. 16 or fewer hrs per week (part-time)?  
B. 25-35 hrs per week (part-time)?                  E. An intermittent job (on-call/seasonal)?  
C. 17-24 hrs per week (part-time)?                  F. Weekends, shifts, or rotating shifts?
5. Are you willing to take a temporary job lasting:  
(Answer **each** question with either **YES** or **NO**.)  
A. 5 to 12 months (sometimes longer)?  
B. 1 to 4 months?  
C. Less than 1 month?
6. Typing speed \_\_\_\_\_ wpm.
7. **List three references that are not related to you and are not former supervisors. (Include full name, daytime area code and telephone number, address (number, street, and city), state and zip code.)**  
  
1). \_\_\_\_\_  
\_\_\_\_\_  
  
2). \_\_\_\_\_  
\_\_\_\_\_  
  
3). \_\_\_\_\_  
\_\_\_\_\_

### GEOGRAPHIC LOCATIONS

Listed below are most projects and their geographic locations serviced by the Wilmington District, Corps of Engineers. Indicate locations desired, sign, date and return this form with your application.

\_\_\_\_\_ Wilmington, NC  
\_\_\_\_\_ Lock & Dam No. 1, Acme, NC  
\_\_\_\_\_ Lock & Dam No. 2, Elizabethtown, NC  
\_\_\_\_\_ William O. Huske Lock & Dam, Fayetteville, NC  
\_\_\_\_\_ Raleigh Regulatory Field Office, Raleigh, NC  
\_\_\_\_\_ Asheville Regulatory Field Office, Asheville, NC  
\_\_\_\_\_ Washington Regulatory Field Office, Washington, NC  
\_\_\_\_\_ B. Everett Jordan Lake, Moncure, NC  
\_\_\_\_\_ Falls Lake, Raleigh, NC  
\_\_\_\_\_ W. Kerr Scott Lake, Wilkesboro, NC  
\_\_\_\_\_ John H. Kerr Dam and Reservoir, Boydton, VA  
\_\_\_\_\_ Philpott Dam and Reservoir, Bassett, VA

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)